

PROPOSED AGENDA  
COUNCIL MEETING  
February 22, 2011  
7:00 PM

CALL TO ORDER – Mayor Sammy Phillips  
PLEDGE OF ALLEGIANCE  
INVOCATION

ADOPTION OF AGENDA AND CONSENT ITEMS

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## COUNCIL MINUTES

### SPECIAL WORKSHOP MEETING

February 9, 2011

A special workshop meeting of the City Council of the City of Jacksonville was held Wednesday, February 9, 2011 beginning at 4:00 PM in Council Chambers of the Jacksonville City Hall. Present were: Mayor Sammy Phillips, presiding; and Council Members: Jerry A. Bittner, Fannie K. Coleman, Randy Thomas, and Bob Warden. Mayor Pro-Tem Michael Lazzara and Councilman Jerome Willingham were unable to attend. Also present were: Richard Woodruff, City Manager; Ron Massey, Assistant City Manager; Adah Roberts, Finance Director; Glenn Hargett, Communications and Community Affairs Director; Grant Sparks, Public Services Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. \*An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

#### CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 4:00 PM.

#### ADOPTION OF AGENDA

A motion was made by Councilman Bittner, seconded by Council Member Coleman, and unanimously approved to adopt the agenda as presented.

#### LAND APPLICATION SITE – TREE PANEL DISCUSSION

Grant Sparks, Public Services Director, stated that since the December 7, 2010 briefing of the pine tree mortality at the land treatment site, Council has visited the site and an expert panel was put together to review the issue.

Using the PowerPoint presentation attached to the official minutes as Exhibit A, Dr. Bruce Johnson, Soil Scientist with Stantec Consulting Services, Inc., introduced the panel and team members and provided the basic questions surrounding the waste treatment site.

Dr. Wade Nutter, Forest Hydrologist with Nutter & Associates, Inc., stated he had been involved in working with the system since its initial concept in 1990. Several potential causes for decline were presented as shown in Exhibit A and the background and components of the Land Treatment Site were reviewed.

Dr. Johnson stated that a multi-disciplinary team was chosen to review the issue because it was a multi-disciplinary problem. Fortunately there was a good body of data from previous work that the team reviewed prior to going into the field.

Mr. Joe Greeley, Wastewater Engineer with Stantec Consulting Services, Inc., reviewed the pre-application treatment system of the plant and stated that clearly pH was one of the stress factors coming from the treatment plant. The treatment lagoons were working the way they should. The rising pH problem occurred in the storage lagoons due in part to the growth of algae especially when the water level was low. As shown by Exhibit A, several possible operational controls were suggested to help alleviate this issue. Staff experience gained over time would also be a key factor for success.

Dr. Robert Rubin, Land Treatment Specialist with Rubin & Associates, reviewed the site characteristics and topography. By and large the operation of the land application system had been successful using the traditional indicators and was doing a good job protecting the surface and ground water quality in the area.

Dr. Aziz Amoozegar, NCSU Professor of Soil Physics, stated that the hydrologic cycle had to be reviewed when looking at the wastewater going out. It was important to manage the water that was irrigated onto the site.

Mr. Lane Rivenbark, Soil Scientist with Nutter & Associates, Inc., pointed out that it was also important to manage the site for fertility and to maintain the proper balance for the soil and the plants.

Dr. Doug Frederick, NCSU Professor of Forestry, stated that the view from the air gave a better perspective of the site condition. By using infrared aerial photography, you could see that the vast majority of the site was in good shape. The pine trees planted prior to the site being converted for land treatment were not the best adaptive trees for spraying.

Overall there were multiple stressors or factors contributing to the tree decline. Not much could be done about the soils and topography, but for the vegetation there needed to be thinning, harvesting, and forest management activities. There were many causes of the decline, so there was not a single fix. Through brainstorming activities, the team came up with a model that staff could use to confirm where there were problems and where they may happen in the future. Dr. Frederick reviewed some of the variables for predicting tree decline. He stressed the

importance of putting a management plan into action to include thinning, harvesting, controlled burns, and reforestation, possibly with alternative species that were more water tolerant.

Dr. Nutter spoke on the importance of the land treatment site regulatory compliance. There was surface water monitoring at 6 locations and groundwater monitoring at 17 locations. He said the land treatment site was meeting all permit and regulatory requirements. The land treatment system was performing extremely well and the intent of this focus was to implement a forest management system and other actions to continue this high level of performance.

Mr. Greely reviewed the pre-treatment action items for the facility and stated that the top three recommendations were low cost or no cost.

Dr. Johnson concluded the presentation by reviewing the action items for the treatment site and stated it was critical to implement the forest management plan.

Councilman Warden asked Dr. Frederick about slash pine and its susceptibility to ice damage. Dr. Frederick stated that prior to seeing the site, he would not have suggested slash pine, but after seeing the current stands at the site, he didn't see any problems with it as a shorter rotation species. It had a place on small tracts. Councilman Warden also asked if the variables for predicting tree decline were presented in priority order. Dr. Frederick stated they were. Soil type was listed as number one because of the range in soil types at the site and tree species would have to be matched up with the conditions.

Dr. Nutter stated that a variety of tree species could be used, but the main purpose was to continue irrigating wastewater. The original plan was to have a rotation with one of the 28 blocks in harvest condition every year. There shouldn't be too much harvesting at one period of time as it could affect the primary objective which was treating wastewater.

Councilman Bittner asked Dr. Johnson about the efficiency of the site and whether the tree growth was the determining factor to the success of the land application site. Discussion followed by the team members on other crop choices and the ability to sufficiently remove the nutrients from the wastewater. Dr. Nutter commented that the trees offered a great deal of flexibility.

Mayor Phillips asked Mr. Greely what would be involved in the management of lagoon levels since he stated that there was a need for a certain level of expertise. Mr. Greely stated that one level of management was the pH level and algae control of the lagoon, but the lagoons also had to function and feed the spray irrigation system. Management would vary with seasonal



needs and rain events. The way the system was set up was not the most operator friendly method. The team's report covered design enhancements that could help the operators.

Mayor Phillips commented on the ground cover at the land treatment site and asked if it was causing any problems and if controlled burns were necessary. Dr. Frederick stated that the ground cover was a benefit especially in the areas of tree mortality and controlled burns should be a part of the management plan. Dr. Nutter stated that the one thing the controlled burns would accomplish was to help get the mid-story under control which effected the distribution of the spray, and reduce the manual labor of staff.

Councilman Thomas asked Mr. Alan Plaster, Premier Forestry, if there was an alternative to thinning the trees out since there had been drawbacks with traditional logging. Mr. Plaster stated that one factor was to have enough capacity, which the City now had. Another factor was the type of logging equipment that could best be used on site and he discussed several options, including a track and tricycle cutter.

Mr. Woodruff stated that even though the City had a management plan since 2002, little had been done to implement it. One of the top recommendations of the panel was for the City to manage the site by controlled burning, thinning and harvesting and to also include reforestation. Part of the past implementation problem was that the bid process moved too slowly. Now the plan was to allow the forester in charge of the management plan to set it up. Mr. Plaster would be back in a few weeks to review that plan with Council. The plan would cover specific actions to take place each year for each section over a 25 year period. The contract would be set up so he could move efficiently because when the weather was ready or the market was right for thinning or harvesting, you had to be ready to respond instead of going out for bids

Mr. Woodruff stated that there was no question that there was a problem at the site, but there was no question that the problem today was not impacting the ratepayers' investment. It had not in any way impinged upon the mission of the site. On the other hand, like Dr. Johnson said, it was essential to manage our infrastructure and the land treatment site was part of our infrastructure. There were expenses, but the site had its own revenue source that would go back into managing the site. Mr. Woodruff assured Council that Staff would implement the plan that had been set forth by the panel and team members.

CLOSED SESSION

A motion was made by Councilman Bittner, seconded by Councilman Thomas, and unanimously approved to recess the Special Meeting at 5:45 PM in order to convene a Closed Session for the purpose of instructing staff in regards to negotiating property acquisition (Georgetown Area – Gibbs Heirs, and Beacham, Dudley, Wallace property – Old Bridge Street and S. Marine Blvd.) pursuant to General Statute 143-318.11.

RECONVENE

Mayor Phillips reconvened the Special Meeting at 6:49 PM and announced that no reportable action had been taken in closed session.

ADJOURNMENT

A motion was made by Councilman Warden, seconded by Council Member Coleman, and unanimously adopted to adjourn the meeting at 6:50 PM.

## COUNCIL MINUTES

### REGULAR MEETING

February 9, 2011

A Regular Meeting of the City Council of the City of Jacksonville was held Wednesday, February 9, 2011 beginning at 7:00 PM in the Council Chambers of City Hall. Present were: Mayor Sammy Phillips, presiding; and Council Members: Jerry Bittner, Fannie K. Coleman, Randy Thomas, and Bob Warden. Mayor Pro-Tem Michael Lazzara and Councilman Jerome Willingham were unable to attend. Also present were: Richard Woodruff, City Manager; Ronald Massey, Assistant City Manager, Adah Roberts, Finance Director; Glenn Hargett, Communications and Community Affairs Director; Mike Yaniero, Police Chief; Rick McIntyre, Fire Chief; Grant Sparks, Public Services Director; Reggie Goodson, Planning and Development Services Director; Carmen Miracle, City Clerk; and John Carter, City Attorney. \*An audio recording of the Council Meeting is presently available for review in the City Clerk's Office.

#### CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 7:00 PM.

#### PLEDGE OF ALLEGIANCE

Council Member Coleman led the Pledge of Allegiance.

#### INVOCATION

Mr. John Carter pronounced the invocation.

#### ADOPTION OF AGENDA AND CONSENT ITEMS

A motion was made by Councilman Bittner, seconded by Councilman Thomas, and unanimously approved to adopt the agenda as amended to add Consent Item 8 – ONWASA-City of Jacksonville – Contract to Loan Employee.

#### ADOPTION OF MINUTES

A motion was made by Councilman Warden, seconded by Councilman Thomas, and unanimously adopted to approve the minutes of a Special Meeting held January 18, 2011 as presented, the minutes of a Special Meeting (Legislative Delegation) held January 18, 2011 as presented and the minutes of the Regular Meeting held January 18, 2011 as presented.

## PRESENTATIONS

### DISTINGUISHED BUDGET PRESENTATION AWARD

Mayor Phillips presented the Distinguished Budget Presentation Award to Ms. Adah Roberts, Finance Director. He expressed how much she would be missed since she was leaving the City of Jacksonville to return to Atlanta. He commended her on the great job she had done for the City. Ms. Roberts thanked the staff of the City Manager's Office, Finance Department and the other Departments for their cooperation with budget preparation.

Mr. Woodruff stated that before the Council Meeting on Tuesday, February 22, 2011, there would be a reception held in appreciation of Ms. Roberts' service to the City.

### BUSINESS YARD OF THE MONTH BEAUTIFICATION AWARD

Mayor Phillips announced that the Business Yard of the Month was awarded to Valerie and Donald Dail of Southeastern Steel Choppers, 125 Wilmington Highway. Mr. and Mrs. Dail were not able to attend, but Mayor Phillips thanked them for all their efforts. Councilman Bob Warden is the Council appointed Liaison to the Beautification and Appearance Commission.

### MAYOR'S COMMITTEE FOR PERSONS WITH DISABILITIES AWARD

Mayor Phillips read a citation recognizing Chic-Fil-A in the Jacksonville Mall for receiving the Mayor's Committee for Persons with Disabilities recognition award in the category of Accessibility. Council Member Fannie K. Coleman, Council Liaison to the Mayor's Committee for Persons with Disabilities, assisted in the presentation. Tiffany Choice, Area Supervisor was present to accept the award. Employees Annie Campbell and Rae Odham were also recognized and received certificates. Mr. Pete Burgess, owner, was also present.

### SWEARING IN OF MAJOR PATRICK TRAITOR

Mayor Phillips reviewed the qualifications and past law enforcement services for Major Patrick Traitor. Mayor Phillips administered the Oath of Office while Major Traitor's youngest daughter held the Bible, his girlfriend pinned on his Major badge and his other daughter pinned on his rank insignia.

### REPORT TO COUNCIL – BOARD OF ADJUSTMENT

Chairman Gary Herbold was unable to attend the meeting to present the report.

PUBLIC HEARINGS

REZONING TO INCORPORATE THE FLIGHT PATH OVERLAY DISTRICT –  
ZONING TEXT AMENDMENT

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Ms. Abigail Barman, Planner, stated that Marine Corps Base Camp Lejeune and Marine Corps Air Station New River had requested the City of Jacksonville adopt a Flight Path Overlay District (FPOD). A text amendment that created the Flight Path Overlay District was adopted by City Council and was added to the Zoning Ordinance. To implement the District, a zoning overlay must be adopted for the properties within the designated Flight Path Overlay District. The primary purpose of this district was to ensure compatibility between future development and air operations associated with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River (the Base). The FPOD was necessary to ensure safe aircraft operations while protecting the public's health, safety and welfare along these routes.

Mr. Woodruff stated that at the time the text amendment was adopted, Councilman Bittner asked Staff to verify if the amendment would affect any non-conforming structures. The structures that would be affected were two City water towers and four communication towers. By adopting the text amendment tonight, Council was recognizing these structures as nonconforming, but a future text amendment would be forthcoming to address the six structures. The value to adopt at this time would guarantee that no further structures would be developed that were greater than 100 feet.

Mayor Phillips asked if the new text amendment would exempt the six structures from the limitation if structural re-work was required in the future. Mr. Woodruff stated that was correct.

Mayor Phillips recessed the regular meeting at 7:25 PM in order to convene the Public Hearing.

Macrina Fox, 13 Burton Place, stated that she received a letter because she lived in the area of the overlay. There were several items brought up at the Planning meeting, but one gentleman asked about trees over 100 feet. There were several trees in the City over 100 feet including some on her property. She felt this issue should be thought out because the trees were easier to hit than buildings and the military had recently been flying lower.

Mr. Woodruff stated that relative to the trees, there was nothing in the zoning ordinance that would require a property owner to trim the trees as they were a natural element and not a structure.

Tim Davis, 1195 Canady Rd, stated he lived across the road from one of the military water towers. He felt the military should be looking at moving their airport outside of the City like the Jacksonville airport did so it would be away from the schools and the people.

Nichole Bentrup, 295 Leonard St, stated her home was also in the overlay area. They were looking into alternative energy sources, such as solar panels, for their home in the future and wanted to know how this would affect them. Mr. Woodruff stated he wasn't sure if windmills were permitted, but if they were, the windmill would have to be less than 100 feet in height.

With no one else desiring to speak, Mayor Phillips recessed the Public Hearing at 7:35 PM and reconvened the regular meeting.

A motion was made by Councilman Bittner, seconded by Councilman Thomas, and unanimously approved the rezoning as requested based on findings of fact A through D being found in the affirmative and directed staff to prepare an amendment to the FPOD text to allow for the replacement of existing structures which exceed the 100' height limit.

Ordinance 2011-09, Bk.10, Pg. 298

#### AMENDMENTS TO SECTION 103 LANDSCAPING – ZONING TEXT AMENDMENT

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Mr. Ryan King, Planning Administrator, stated that at the direction of City Council, staff had drafted a zoning text amendment to create standards that would allow stormwater ponds to be configured as a site amenity and additional standards when they were designed as a utility. In conjunction with these changes, staff also recommended changes to Section 103 Landscaping that would simplify how the landscaping requirements were calculated. Staff utilized standards from the 2<sup>nd</sup> module of the proposed Unified Development Ordinance (UDO), institutional knowledge and previous discussions with local land planners in drafting the proposed text.

Using the PowerPoint presentation attached to the official minutes as Exhibit A, Mr. King reviewed the proposed changes. He asked Council to consider removing from the proposed ordinance Part D. 5 – Foundation Landscaping Required, until they had time to look at it further. He also asked for a delay of 30 to 60 days in implementation to allow the land planners,

engineers, and surveyors to put through the work they were already doing. Mr. Woodruff suggested that instead of a delay, the option should be given to a set date that a developer can implement this code or work under the old standards up until a date certain.

Councilman Bittner stated that this Council action item was more extensive than what he had expected. He thought staff was only working on site amenities for retention ponds. One of the cons listed in the report stated that Clarion Associates were currently drafting the proposed UDO which would likely increase the amount of landscaping required at most sites. The implication was that the text would be amended again by the UDO. Mr. King stated that was correct unless the Council directed this Code to be put into the UDO.

Councilman Bittner thought some of the landscaping requirements were worthwhile considerations, but he felt it needed further discussion and did not recommend implementing except for the separate action on the retention ponds as amenities or utilities.

Councilman Thomas agreed. He stated that whenever Council was presented with a zoning text amendment in the past, they were given the old amendment with cross-outs and bold for changes. He felt this one was challenging to compare the old with the new.

Mr. Woodruff recommended that if Council felt comfortable with breaking up the text amendment into parts, those portions dealing with the stormwater ponds could be confirmed or everything could be taken back for a workshop.

Councilman Bittner felt that Part E – Standards for Retention/Detention Ponds/Stormwater Wetlands should be adopted and the rest deferred for future review..

Mayor Phillips recessed the regular meeting at 7:57 PM in order to convene the Public Hearing.

John Pierce, 405 Johnson Blvd., stated he was just made aware of these changes. He stated there was a need for change and simplification in the Code, but for small lots the new requirements would be devastating. The cost for landscaping strips would put small businesses out of business.

John Parker, 306 New Bridge Street, asked that if any part of the zoning text amendment was adopted tonight, a grace time for the projects they were currently working on should be provided. They would probably need at least 60 days.

With no one else desiring to speak, Mayor Phillips closed the Public Hearing at 8:01 PM and reconvened the regular meeting.

Councilman Bittner asked Mr. Carter to clarify what Council was voting on if they agreed to adopt in part. Mr. Carter stated he was comfortable with partial adoption covering the stormwater ponds and allowing a 60 day period of time for the new and old codes to run together, with the new code becoming the code on a date certain.

A motion was made by Councilman Bittner and seconded by Councilman Thomas to adopt Part E - Standards for Retention/Detention Ponds/Stormwater Wetlands of the Zoning Text Amendment and any related sections providing for a 60 day transition period between existing ordinance standards and the new standards. The new standards would become the only code on May 1, 2011.

Following a brief review of additional sections of the proposed text amendment, a vote was taken on the motion and was unanimously approved.

Ordinance 2011-10, Bk.10, Pg. 299

#### PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

#### NEW BUSINESS

##### CONSENT ITEMS

##### STATE AID FOR MOSQUITO CONTROL

The FY-2012 Application for State Aid for Mosquito Control was due by March 10, 2011. The application required the City's governing body to adopt a Resolution designating an Agent to sign papers and to otherwise represent the City Council in matters related to Mosquito Control. This was an ongoing grant program that provided regular and basic funding for the City's Mosquito Control Program.

Council approved the Resolution authorizing the City Manager to execute grant documents relating to Mosquito Control.

Resolution 2011-02, Bk.6, Pg.375

##### PRELIMINARY AND GENERAL PLAN – PADGETT TRACT – WESTERN BOULEVARD & BRANCHWOOD DRIVE (FUTURE WESTERN PARKWAY)

Parker and Associates had submitted an application for a proposed Preliminary and General Plan that indicated 9.87 acres being divided into 5 commercial lots (1 of which was for stormwater pond) at the intersection of Branchwood Drive and Western Boulevard. The plan also depicted an unnamed private drive that would connect to the future Northwest Parkway.



The proposed development was located within the City limits. Sewer allocation requests would be processed in accordance with the adopted Policy.

Council approved the Preliminary and General Plan with one condition identified within the Staff Report.

- 1) Stormwater detention pond shall adhere to new regulations regarding landscaping and design.

#### SITE PLAN WITH APPROVED CONDITIONAL USE PERMIT – RIVER OF LIFE CHURCH – 1940 GUM BRANCH ROAD

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John L. Pierce and Associates had submitted an application for a Site Plan with an approved Conditional Use Permit for an existing 13,424 square foot church with a proposed 864 square foot expansion for a combined total of 14,388 square feet. The property was zoned Conditional Use-Business-1 (CU-B-1) and within this zoning district any use required a Conditional Use Permit which was granted by City Council on June 9, 1998. The project site was located within the City limits and was served by existing infrastructure; and would not impact the City's Sewer Allocation Policy.

Council approved the Site Plan with approved Conditional Use Permit.

#### APPOINTMENT TO BOARD OF TRUSTEES FOR FIREMEN'S RELIEF FUND

One seat on the Board of Trustees for the Firemen's Relief Fund was due for appointment. City Council appointed Mr. Mandy Daughtry to the Board in 1997. He had continued to serve since that time. Mr. Daughtry had expressed an interest in serving an additional two-year term.

Council re-appointed Mr. Mandy Daughtry to the Board of Trustees for the Firemen's Relief Fund.

#### RESOLUTION AUTHORIZING FILING OF AN LGC APPLICATION

The City requested proposals to finance the Jacksonville Commons and Jack Amyette Gym Floor Replacement Project in the amount of \$323,000. In order to enter into an Installment Financing Contract which included improvement to real property, the City must file an application with the Local Government Commission. The Local Government Commission also required the City to adopt a Resolution granting permission to file the application.

Council adopted the Resolution authorizing staff to file the application for approval of the Installment Financing Contract for Gym Floor Replacements.

Resolution 2011-03, Bk., Pg. 376

ONWASA – CITY OF JACKSONVILLE – CONTRACT TO LOAN EMPLOYEE –  
BILLY FARMER

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ONWASA had contacted the City and requested emergency assistance in providing temporary managerial services in the position of ‘Acting Executive Director’ of ONWASA. The City had agreed to loan the services of Deputy Public Services Director, Billy Farmer to serve as ONWASA Acting Executive Director. The contract term was for 60 days unless terminated sooner by either party giving ten days notice. The contract could be renewed or amended upon written agreement by both parties. The City would continue to pay Mr. Farmer; however, ONWASA would reimburse the City monthly in the amount of his salary and benefits.

Council approved contracting with ONWASA to loan City employee services.

NON-CONSENT ITEMS

APPOINTMENT – FIRE SAFETY ADVISORY BOARD

The Fire Safety Advisory Board had six (6) vacancies in the categories of General Business, Marine Corps Base, Developer, Hotel/Motel, and two (2) At Large. Four (4) of these vacancies occurred recently due to attendance violations. One new Talent Bank Application was received in the category of Developer. The applicant was contacted and wished to serve.

Council Member Jerry Bittner, Council Liaison to the Fire Safety Advisory Board, nominated Steven Kellum for appointment to the Fire Safety Advisory Board to an existing term expiring June 30, 2014 in the category of Developer.

A motion was made by Councilman Thomas, seconded by Councilman Warden, and unanimously adopted to close nominations and to appoint Mr. Kellum by acclamation.

PUBLIC COMMENT

There was no one present desiring to speak during this public comment section.

REPORTS

CIVIC AFFAIRS

Councilman Bittner reported that the Onslow Civic Affairs Committee would be meeting to continue the discussion on the Freedom Fountain and a possible fund drive.

#### ONWASA

Councilman Bittner clarified that the appointment of Mr. Chuck Kitchen as ONWASA legal counsel was on an interim basis and would give ONWASA time to recruit another firm or attorney on a retainer basis or alternatively, there had been discussions on having in-house legal counsel. In regard to the personnel matter, it was being pursued and would be resolved at the earliest possible date.

#### LAND APPLICATION SITE

Councilman Bittner wanted the public to know that an extensive amount of valuable information was received from the panel of experts who discussed the issues at the land application site at the workshop meeting held prior to the Council meeting. He also thanked the City Manager for his quick response in assembling this team of experts.

#### BEAUTIFICATION AND APPEARANCE COMMISSION

Councilman Warden reported that the Beautification and Appearance Commission had some vacancies and encouraged citizens to go to the City website and fill out an application if they were interested in serving.

#### CIVIC AFFAIRS

Mr. Woodruff reported that the Onslow Civic Affairs Committee would meet on Thursday, February 10, 2011 at 12:00 PM. At this meeting, he would bring a summary of the public input on the Freedom Fountain with hope that the Committee would bring a recommendation to Council on February 22, 2011.

#### INCLEMENT WEATHER

Mr. Woodruff reported that staff was aware of the forecast for inclement weather and at this time, the City would operate under their normal hours for Thursday, February 10, 2011.

#### GOAL SETTING SESSION

Mr. Woodruff reminded Council a Goal Setting Session had been scheduled for Tuesday, February 15, 2011 at 3:00 PM. Information for this meeting would be distributed no later than Friday, February 11, 2011. Dr. Marianne Herring, Coastal Carolina Community College, would lead this session.

#### ADJOURNMENT

A motion was made by Councilman Bittner, seconded by Council Member Coleman, and unanimously adopted to adjourn the meeting at 8:17 PM.



# City Council Presentation

Presentation Item: <b>A</b> Date: 2/22/2011
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**Subject:** Volunteer Firefighter Recognition  
**Department:** Fire  
**Prepared by:** Chief Rick McIntyre

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## Presentation Description

The Jacksonville Fire Department still uses volunteer firefighters to supplement the career force for major fires and emergencies. These Volunteer Firefighters must maintain training hours and qualifications in order to provide this volunteer service to the community.

They take pride in reaching out to help the Department and the community in time of need.

It is with great honor that we recognize these individuals for their many years of dedicated service and support.

The volunteers are Kenneth Bonner, Kevin Featherstone, Dan Quinn, George Swarts, and Steven Turner.

## Action

Present Recognition Certificates to Volunteers

## Attachments:

None



# City Council Presentation

Presentation Item: <b>B</b> Date: 2/22/2011
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**Subject:** Administer Oath - Promotion of Jerry Hardison to Battalion Chief  
**Department:** Fire  
**Prepared by:** Chief Rick McIntyre

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## Presentation Description

Platoon Training Officer Jerry Hardison recently participated in an extensive oral and written promotion process and was selected to be promoted to the rank of Battalion Chief.

## Action

Administer Oath of Office to Battalion Chief Jerry Hardison.

## Attachments:

- A Oath of Office – Battalion Chief
- B Biography – Jerry Hardison

***Rick McIntyre***  
***Fire Chief***

Oath of Office  
For the  
Jacksonville Fire Department

"I, **Jerry Hardison**, do solemnly swear (or affirm) that I will be alert and vigilant in performing my duties as a member of the City of Jacksonville Fire Department; that I will not be influenced in any matter on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith; and that I will faithfully and impartially discharge and execute the duties of my office as a member of the City of Jacksonville Fire Department according to the best of my skill, abilities, and judgment; so help me God."

\_\_\_\_\_  
Jerry Hardison, Battalion Chief  
Jacksonville, North Carolina

**ATTEST:**

\_\_\_\_\_  
Sammy Phillips  
Mayor

NORTH CAROLINA  
ONSLOW COUNTY

I, \_\_\_\_\_, a Notary Public, do hereby certify that \_\_\_\_\_,  
Mayor for the City of Jacksonville, personally appeared before me this day and  
acknowledge the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Attachment

**A**

## Biography

### **Fire Battalion Chief Jerry Hardison**

Jerry Hardison started as a county volunteer firefighter and quickly decided that he wanted to become a career firefighter. He was hired by the City of Jacksonville Fire Department on September 29, 1993, as a Firefighter Trainee. Jerry is a professional firefighter; he works tirelessly to achieve his goals. He has become a highly respected member of the Fire Department and he has continuously moved upward through the Fire Department, and has been promoted to Fire Battalion Chief. He is a State Certified Firefighter I and II, Emergency Vehicle Driver, Certified Hazardous Materials Technician, Emergency Medical Technician, Fire Service Instructor, Fire Inspector I and a member of the Hazardous Materials Response Team. He earned his Associate Degree in Fire Protection Technology from Coastal Carolina Community College on August 4, 2010. Battalion Chief Hardison is also an Accreditation Program Manager for the Department.

Attachment

**B**



# Request for City Council Action

**Consent  
Agenda  
Item:** **1**  
**Date:** 2/22/2011

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**Subject:** Temporary New Position – Project Manager in Engineering  
**Department:** Public Services/Engineering  
**Presented by:** Gregory K. Meshaw, PE  
**Presentation:** No

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## Issue Statement

During the FY11 budget discussions, the Engineering Division requested an additional employee to serve as a Project Manager. At that time, the request was deferred to allow staff to look at various options for funding the position versus adding it as a full time position to be funded by the General Fund. Staff has since identified Capital Improvement Plan (CIP) projects scheduled for FY11, FY12 and FY13 with budgets that, taken together, can provide the funding for the temporary position. At the end of FY13, this authorization would expire and would have to be brought back to Council for appropriation should the continuation of the position be merited.

Several months ago, a memorandum summarizing this concept and request for a new temporary employee was sent to Council for consideration and approval. However, adding a new City employee, even a temporary one, requires approval by Council through the adoption of an Amendment.

## Financial Impact

This request reduces the amount of borrowing required to fund affected capital projects and appropriates fund balance in the amount of \$22,000 in the Water/Sewer Fund.

## Action Needed

Consider the budget ordinance and amendment to authorize the hiring of a Project Manager through the end of fiscal year 2013.

## Recommendation

Staff recommends Council move to approve the budget ordinance and the amendment authorizing an additional FTE.

Approved: ☒ City Manager ☐ City Attorney

## Attachments:

- A FTE Amendment
- B Budget Ordinance





# Staff Report

Consent  
Agenda  
Item: **1**

## Temporary New Position – Project Manager in Engineering

### Introduction

During the FY11 budget discussions, the Engineering Division requested an additional employee to serve as a Project Manager. At that time, the request was deferred to allow staff to look at various options for funding the position versus adding it as a full time position to be funded by the General Fund. Staff has since identified a means for funding the temporary position that does not rely upon the General Fund. This method will involve using funds from Capital Improvement Plan (CIP) projects.

In formulating budgets for CIP projects, staff accounts for the management and supervisory time anticipated for a Project Manager to administer the construction portion of the project. The budget for this task is, depending upon the project, either the sole component of or a major component of the CIP line item expenditure titled "Construction Administration" (CA). Given that CA is a budgeted item for most CIP projects, staff is proposing an approach whereby all or a portion of the CA budget from some CIP projects would be moved from the project budget to the City's operating budget.

Staff has identified CIP projects scheduled for FY11, FY12 and FY13 with budgets that, taken together, can provide the funding for the temporary position. At the end of FY13, this authorization would expire and would have to be brought back to City Council for appropriation should staff feel that continuation of the position is merited.

Several months ago, a memorandum summarizing this concept and request for a new temporary employee was sent to Council for consideration and approval. However, adding a new City employee, although temporary, requires approval by Council through the adoption of an Amendment.

### Stakeholders

- Citizens of Jacksonville
- Staff

### Options

Approve a temporary Project Manager position in Engineering through the end of fiscal year 2013 to be funded through existing and future CIP Projects. **(RECOMMENDED)**

- **Pros:**
  - Effectiveness and efficiency of implementing and overseeing CIP projects would improve.
  - More attention given to identify and resolve problems before they arise.
- **Cons:** None

Deny request for a temporary Project Manager position in Engineering through the end of fiscal year 2013 to be funded through existing and future CIP Projects

- **Pros:** None
- **Cons:** Workload continues to outweigh staff resources.

Defer action and request additional information

- **Pros:** Allow staff to gather additional requested information.
- **Cons:** Workload continues to outweigh staff resources.

## AMENDMENT OF FULL TIME EQUIVALENT AUTHORIZATIONS

The following amendment to the number of full time positions authorized is hereby requested:

GENERAL FUND	Beginning	Change	Ending
Public			
Services/Engineering			
530-7110	10	1	11
Total Water/Sewer			
Fund	76	1	77
Total City-Wide	536	1	537

1

This Position will be funded through existing and future Capital Improvement Projects for a period of just over two years at which time (to expire at the end of FY13) this authorization will expire and will have to be brought back to City Council for appropriation.

Attachment

A

ORDINANCE (2011-)

AN ORDINANCE AMENDING THE FISCAL YEAR 2011 BUDGET

BE IT ORDAINED by the City Council of the City of Jacksonville, North Carolina that the following amendment to the Fiscal Year 2011 Water/Sewer Fund, Pump Station Rehabilitation, and Sewer Line Replacement project budgets is hereby enacted:

**WATER/SEWER FUND**

REVENUES	BUDGET	CHANGE	TOTAL
APPROPRIATED FUND BALANCE	(799,708)	22,000	(777,708)
TOTAL ADJUSTMENTS		22,000	
TOTAL PROJECT REVENUES	25,317,257	22,000	25,339,257

EXPENDITURES	BUDGET	CHANGE	TOTAL
SALARIES AND BENEFITS	716,193	22,000	738,193
TOTAL ADJUSTMENTS		22,000	
TOTAL FUND EXPENDITURES	25,317,257	22,000	25,339,257

**PUMP STATION REHABILITATION SF0302**

REVENUES	BUDGET	CHANGE	TOTAL
LEASE PURCHASE	5,828,965	(12,000)	5,816,965
TOTAL ADJUSTMENTS		(12,000)	
TOTAL PROJECT REVENUES	8,497,635	(12,000)	8,485,635

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	8,497,635	(12,000)	8,485,635
TOTAL ADJUSTMENTS		(12,000)	
TOTAL PROJECT EXPENDITURES	8,497,635	(12,000)	8,485,635

**SEWER LINE REPLACEMENT SF9502**

REVENUES	BUDGET	CHANGE	TOTAL
LEASE PURCHASE	3,108,800	(10,000)	3,098,800
TOTAL ADJUSTMENTS		(10,000)	
TOTAL PROJECT REVENUES	7,203,744	(10,000)	7,193,744

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	7,203,744	(10,000)	7,193,744
TOTAL ADJUSTMENTS		(10,000)	
TOTAL PROJECT EXPENDITURES	7,203,744	(10,000)	7,193,744

The purpose of this budget amendment is to increase the Engineering budget to fund a temporary employee to oversee completion of certain capital projects and reduce the affected project budgets for the construction administration portion of the project budget.

This ordinance shall be effective upon its adoption.

ADOPTED by the Jacksonville City Council in regular session this 22nd day of February 2011.

ATTEST:

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Sammy Phillips, Mayor

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Carmen K. Miracle, City Clerk



# Request for City Council Action

**Consent  
Agenda  
Item:** **2**  
**Date:** 2/22/2011

---

**Subject:** Update to Mutual Aid Agreement with MCAS-New River

**Department:** Fire

**Presented by:** Rick McIntyre, Fire

**Presentation:** No

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## Issue Statement

The Fire Department utilizes several mutual aid agreements with other agencies to provide assistance in responding to emergencies which may exceed existing resources. These agreements are updated from time-to-time.

MCAS New River has requested that their Firefighting Mutual Aid Agreement be updated, listing the MCAS New River Command Duty Officer as the contact for requests for assistance.

No other changes are requested.

## Financial Impact

No financial impact.

## Action Needed

Consider authorizing the City Manager to sign the Mutual Aid Agreement, and any future revisions to said agreement.

## Recommendation

Staff recommends Council move to authorize the City Manager to sign the Mutual Aid Agreement, and any future revisions to said agreement.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

A MCAS-New River Mutual Aid Agreement

UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
JACKSONVILLE, NC 28545-1001

5000  
COJ

5000  
MCAS  
02 FEB 2011

MEMORANDUM OF AGREEMENT  
BETWEEN  
COMMANDING OFFICER, MARINE CORPS AIR STATION NEW RIVER  
AND  
CITY MANAGER, JACKSONVILLE NORTH CAROLINA

Subj: MUTUAL AID

Ref: (a) DoD Instruction 4000.19 of 9 Aug 1995

1. Purpose. To document the mutual aide assistance entered into by the City of Jacksonville and the Commanding Officer (CO), Marine Corps Air Station (MCAS) New River for fire suppression.

2. Problem. Each of the agreement parties maintains equipment and personnel for the suppression of fires within its own jurisdiction. The lands or districts of the parties are adjacent or contiguous, which allows for mutual assistance in a fire emergency. It is the policy of the U.S. Marine Corps and the municipalities or other districts and their governing bodies to enter into such agreements wherever practical. Therefore, it is mutually deemed sound, desirable, practical, and beneficial for the parties to this Agreement to render assistance to one another in accordance with the terms of this Agreement.

3. Scope. This Agreement applies to all MCAS New River personnel and all City of Jacksonville employees involved in fire suppression.

4. Agreement/Understanding

a. Upon request of the City, MCAS New River will furnish such fire fighting service, to the extent deemed available at the time of the fire, to the City for combating fires occurring within the city's fire protection district.

(1) The following officials of the City are designated to request fire-fighting assistance from the MCAS New River CO: Mayor, City Manager, Fire Chief, and Senior Fire Department Officer on duty.

Attachment

**A**

Subj: MUTUAL AID

(2) All requests for assistance shall be made via 911 Center to the MCAS New River Command Duty Officer (CDO) at (910) 449-5411 or on CDO's mobile at (910) 376-2156.

b. Upon request of the MCAS New River CO or a designated representative, the City will furnish such fire-fighting service, to the extent deemed available at the time of the fire, to MCAS New River for combating fires occurring on MCAS New River.

(1) The following Officials are designated representatives of the MCAS New River CO to request fire-fighting assistance from the City: Executive Officer, Operations Officer, Deputy Operations Officer, Aircraft Rescue and Fire Fighting Officer, and Command Duty Officer.

(2) All requests for assistance shall be made via 911 Center to the Jacksonville Fire Department at (910) 455-0122.

c. Upon arrival at the scene of the fire, assisting personnel and equipment shall report to the incident commander on scene. Assisting personnel's officer-in-charge shall not be relieved of their responsibility for the operation, even though the apparatus, personnel, and equipment of the agency rendering assistance are under the immediate responsibility of the incident commander on scene.

d. The rendering of assistance under the terms of this Agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting service, if, for any reason, assistance cannot be rendered.

e. Services rendered under the terms of this Agreement shall be rendered without reimbursement of either party.

f. Each party to this Agreement hereby expressly waives all claims against the other party or parties for compensation for any loss, damage, personal injury, or death occurring in the consequence of the performance of the Agreement.

g. The Chief Fire Officer and personnel of the fire department of both parties to this Agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization tours consistent



Subj: MUTUAL AID

with local security requirements and, as feasible, to jointly conduct pre-fire planning inspections and drills.

h. The Fire Officers and staff of the fire departments of the parties to this Agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this Agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.


i. The terms of this Agreement will abrogate all previous agreements between the parties hereto, with respect to the subject matter contained herein.

5. Effective Date. This Agreement is effective upon signature of all parties and will remain in effect until affirmatively canceled by one or more of the parties. As an "at will" agreement, no justification is required for cancellation. Changes, modifications, and/or amendments to the Agreement may be made, but must be done in writing and approved by all parties to become effective. The receiver should submit any requests for changes, modifications, cancellations, and/or amendments in writing to the MCAS New River Support Agreements Manager at:

Commanding Officer  
MCAS NEW RIVER  
(Attn: BPO Support Agreements Manager)  
PSC Box 21001  
Jacksonville NC 28545-1001  
Telephone: (910) 449-5455 DSN: 752  
Email: linda.m.green@usmc.mil

\_\_\_\_\_  
R. L. WOODRUFF  
City Manager  
Jacksonville, NC

DATE: \_\_\_\_\_

  
\_\_\_\_\_  
J. M. HEWLETT  
Colonel, USMC  
MCAS New River  
Jacksonville, NC

DATE: 03 Feb, 2011



# Request for City Council Action

**Consent  
Agenda  
Item:** **3**  
**Date:** 2/22/2011

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**Subject:** Authorization to Condemn Financial Guarantees  
**Department:** Public Services/Engineering  
**Presented by:** Tom Anderson  
**Presentation:** No

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## Issue Statement

As directed by Council, staff is requesting authorization to process condemnation of the expiring financial guarantees held by the City if the developer is unable or unwilling to provide renewed financial guarantees. It is also recommended that the Mayor and Council allow staff, if necessary, to extend the Surety Agreements and Warranties for up to one year.

<u>Project Name</u>	<u>Expiration Dates</u>	<u>Amount</u>	<u>Extension</u>
Carriage Run Section IV-C at Carolina Forest	LOC: 4/9/2011	\$13,233.73	1 <sup>st</sup>
Jacksonville Country Club	AGR: 4/16/2011	\$23,000.00	5 <sup>th</sup>
Southpointe and a portion of Charleston Place at Carolina Forest	LOC: 4/3/2011	\$74,905.74	4 <sup>th</sup>
Woodlands Section III F & G	Side: 4/3/2011	\$31,448.59	2 <sup>nd</sup>

## Definitions:

LOC:	Letter of Credit	WAR:	Warranty	AGR:	Agreement
CD:	Certificate of Deposit	SIDE:	Sidewalk Agreement	BND:	Bond

## Financial Impact

None.

## Action Needed

To authorize staff to process condemnation of the financial guarantee if the developer is unwilling or unable to provide proper surety and to extend the Surety Agreement.

## Recommendation

Staff recommends Council move to authorize staff to process condemnation of the financial guarantee if the developer is unwilling or unable to provide proper surety and to extend the Surety Agreement.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

None



# Staff Report

**Consent  
Agenda  
Item:**

**3**

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## Authorization to Condemn Financial Guarantees

### **Introduction**

In order to keep sureties and agreements current, Staff needs permission from Council to extend or condemn expiring financial guarantees held by the City if the developer is unable or unwilling to provide renewed financial guarantees.

### **Procedural History**

The City's Subdivision Ordinance stipulates how the City handles Subdivision Agreements, their warranty periods and the financial guarantees related to that project. City Council must authorize the extension of an agreement or warranty period and/or give authorization to condemn financial guarantees. The following subdivisions have financial guarantees that soon will be expiring:

Carriage Run Section IV-C at Carolina Forest – This project is currently under warranty. The surety will expire April 9, 2011 and the warranty period will expire August 16, 2011.

Jacksonville Country Club – The Agreement will expire April 16, 2011. This project solely involves the installation of public sidewalks. The sidewalks will not be installed until after NCDOT completes a road-widening project. NCDOT has not scheduled the road-widening project at this time. The financial guarantee should continue to be held until completion of the NCDOT project.

Southpointe and a Portion of Charleston Place at Carolina Forest – This project is currently under warranty. The surety will expire April 3, 2011 and the warranty will expire on August 16, 2011.

Woodlands Section III F & G – The sidewalk agreement will expire April 2, 2011. Sidewalks will be installed as the houses are built in the subdivision.

### **Stakeholders**

- Developers: Carolina Forest Developers, Jacksonville Country Club , The John P. Petteway Company
- Residents of the City of Jacksonville

## **Options**

To authorize staff to process condemnation of the financial guarantee if the developer is unwilling or unable to provide proper surety and to extend the Surety Agreement.  
**(RECOMMENDED)**

To take no action would result in the developer having the ability to walk away from the agreement without any recourse leaving infrastructure that has not been installed and possibly at an expense to the City to complete the construction.



# Request for City Council Action

**Consent  
Agenda  
Item:** **4**  
**Date:** 2/22/2011

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**Subject:** Tax Releases, Refunds, and Write-Offs

**Department:** Finance

**Presented by:** Adah M. Roberts, Finance Director

**Presentation:** No

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## Issue Statement

The County/City Tax Collector and the City's Finance Director recommend releases, refunds, and write-offs of property taxes as attached. The detail list of these tax releases and refunds (that is, the listing by property name, amount, reason, etc.) is available in the Finance Office for review.

## Financial Impact

The tax releases, refunds, and write-offs as recommended by the City/County Tax Collector total, respectively, \$25,596.76, \$3,474.48, and \$51.90 (\$29,123.14).

## Action Needed

Review the tax releases, refunds and write-offs.

## Recommendation

Staff recommends Council move to approve the tax releases, refunds and write-offs.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

A Tax Releases, Refunds, and Write-offs



# Staff Report

**Consent  
Agenda  
Item:**

**4**

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## **Tax Releases, Refunds, and Write-Offs**

### **Introduction**

The Tax Releases, Refunds and Write-Offs as recommended by the City/County Tax Collector total, respectively, \$25,596.76, \$3,474.48, and \$51.90 (\$29,123.14).

Most of the Releases and Refunds are due to:

- 1) Clerical and/or addition errors on the Onslow County Abstracts,
- 2) Double charges for the same property,
- 3) Property erroneously listed as in this City,
- 4) Senior citizens exemptions,
- 5) Military non-resident.

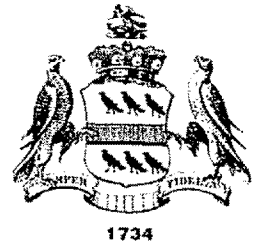
Write-offs are due to:

- 1) A bill that is \$3.00 or less
- 2) An over or underpayment of \$1.00 or less.

Other releases and refunds just have notations indicating that interest only is being released and there will be no corresponding reference explanation. The County's computer system automatically accrues interest on the first day of the month. There will be times when the County received payment on the day before or even on the same day that the account has accrued the interest. The County will adjust their accounts to remove the interest that was automatically charged in lieu of having accounts with balances usually less than \$1.00.

The listing of proposed releases, refunds and write-offs as submitted by the Tax Collector, are in conformity with the law. Based upon this information as provided, which is believed to be true and accurate, I recommend your approval of these tax releases, refunds, and write-offs.

W.C. Jarman  
*Chairman*  
Paul Buchanan  
*Vice-Chairman*  
Barbara Ikner  
William H. Keller III  
Lionell Midgett



# **TAX RELEASE SUMMARY**

**DECEMBER 2010**

YEAR	CODE	TAX RATE	PRINCIPAL	LATE LIST	TOTAL	TAX VALUE
2010	101-0000-111-0000	0.005380	17,011.70	48.44	17,060.14	3,162,026.02
2009	101-0000-111-1000	0.006260	7,691.90	39.73	7,731.63	1,228,738.02
2008	101-0000-111-1000	0.006260	189.99	12.78	202.77	30,349.84
2007	101-0000-111-1000	0.006260	233.34	13.61	246.95	37,274.76
2006	101-0000-111-1000	0.005316	178.67	-	178.67	33,609.86
2005	101-0000-111-1000	0.005900	37.81	-	37.81	6,408.47
2004	101-0000-111-1000	0.005900	133.76	-	133.76	22,671.19
2003	101-0000-111-1000	0.005900	5.03	-	5.03	852.54
2002	101-0000-111-1000	0.005900	-	-	-	-
2001	101-0000-111-1000	0.005900	-	-	-	-
2000	101-0000-111-1000	0.005900	-	-	-	-

TOTAL	25,482.20	114.56	25,596.76	4,521,930.70
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'00-09	8,536.62
2010	17,060.14



**TAX REFUND SUMMARY**
**DECEMBER 2010**

YEAR	CODE	TAX RATE	PRINCIPAL	LATE LIST	INT.	TOTAL REFUND	TAX VALUE
2010	101-0000-311-0000	0.005380	678.28	-	0.91	679.19	126,074.35
2009	101-5000-412-2000	0.006260	1,740.50	-	12.33	1,752.83	278,035.14
2008	101-5000-412-2000	0.006260	969.19	2.48	41.47	1,013.14	154,822.68
2007	101-5000-412-2000	0.006260	27.55	-	1.77	29.32	4,400.96
2006	101-5000-412-2000	0.005316	-	-	-	-	-
2005	101-5000-412-2000	0.005900	-	-	-	-	-
2004	101-5000-412-2000	0.005900	-	-	-	-	-
2003	101-5000-412-2000	0.005900	-	-	-	-	-
2002	101-5000-412-2000	0.005900	-	-	-	-	-
2001	101-5000-412-2000	0.005900	-	-	-	-	-
2000	101-5000-412-2000	0.005900	-	-	-	-	-
<b>TOTAL</b>			<b>3,415.52</b>	<b>2.48</b>	<b>56.48</b>	<b>3,474.48</b>	<b>563,333.14</b>

# **TAX WRITE-OFF SUMMARY**

**DECEMBER 2010**

YEAR	CODE	TAX RATE	PRINCIPAL	LATE LIST	TOTAL	TAX VALUE
2010	101-0000-111-0000	0.005380	51.70	-	51.70	9,609.67
2009	101-0000-111-1000	0.006260	0.20	-	0.20	31.95
2008	101-0000-111-1000	0.006260	-	-	-	-
2007	101-0000-111-1000	0.006260	-	-	-	-
2006	101-0000-111-1000	0.005316	-	-	-	-
2005	101-0000-111-1000	0.005900	-	-	-	-
2004	101-0000-111-1000	0.005900	-	-	-	-
2003	101-0000-111-1000	0.005900	-	-	-	-
2002	101-0000-111-1000	0.005900	-	-	-	-
2001	101-0000-111-1000	0.005900	-	-	-	-
2000	101-0000-111-1000	0.005900	-	-	-	-

TOTAL	51.90	-	51.90	9,641.61
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'2000-2009	0.20
2010	51.70



# Request for City Council Action

Agenda Item:	<b>5</b>
Date:	2/22/2011

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**Subject:** Freedom Fountain Project

**Department:** CMO

**Presented by:** Dr. Don Herring, Chairman, Onslow Civic Affairs Committee

**Presentation:** Yes

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## Issue Statement

Three conceptual plans were designed for the Freedom Fountain for the Onslow Civic Affairs Committee and for the public to give input. Many responses were received. The Civic Affairs Committee reviewed the public comments and combined with their heritage interest in the original Freedom Fountain, they have made a recommendation for a concept incorporating many elements from the three different concepts. The Civic Affairs Committee is respectfully requesting approval of the concept presented with this agenda item.

To proceed further, staff is seeking action for the final design. Two items are sought: An exemption for engineering services provided by Stantec Consulting Services, Inc. for the Freedom Fountain Project and to approve the budget amendment appropriating the necessary funds. This exemption would allow the project to continue forward without delay such that improvements would be completed in time for the Tenth Anniversary of 9/11.

## Financial Impact

Move \$70,000 from Appropriated Fund Balance to the Capital Project.

## Action Needed

Approve the Civic Affairs Concept recommendation, Budget Amendment and Resolution of Exemption to NCGS for Engineering and Design Services to Stantec Consulting Services and authorize development of construction drawings as well as items for fundraising.

## Recommendation

Staff recommends Council move to approve the Design concept, Resolution and Budget Amendment as presented.

Approved: ☒ City Manager ☐ City Attorney

## Attachments:

- A Concept for Final Design
- B Resolution
- C Budget Amendment



# Staff Report

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## Freedom Fountain Project

### **Introduction**

With funds collected from the public and some County funds, Onslow County built the Freedom Fountain in the downtown Courthouse area. The fountain was removed to facilitate the construction of the Justice Center. Onslow County asked the City of Jacksonville to help replace the Freedom Fountain.

The Onslow Civic Affairs Committee has renewed the request and the project can now be accommodated as part of an effort to improve the downtown area. The Council gave approval to proceeding and preliminary concepts were developed by Stantec Consulting Services.

### **The Three Concepts**

Those concepts were presented to the Council, the Civic Affairs Committee and the public in a series of sessions, including special presentations made on the Jacksonville-Onslow Government Television Channel and to the Onslow County Board of Commissioners. A special webpage was developed where the public could see an animated visualization and then contribute their comments.

Input was sought from the public during other presentations to civic clubs and groups including military affiliated groups. Surveys were even passed out during the State of The Community event. Together, this body of input from the public was reviewed by the Civic Affairs Committee and the group selected elements from several of the designs before agreeing on a morphed concept now named Concept "D." The group overwhelmingly approved the elements in this concept, and the approval of the Council is now sought to adopt this concept for consideration of a design for construction.

### **Advancing the Design**

In order to proceed forward with construction drawings, an exemption from North Carolina General Statute is required.

North Carolina General Statute (NCGS) 143-64.31 states that a municipality must "announce" request for qualifications for architectural, surveying and engineering services and that such request would be based solely on qualification and not price. However, under NCGS 143-64.32, a unit of local government may request in writing an exemption justifying the reasons and circumstances surrounding the waiver.

Staff is requesting an exemption to allow Stantec Consulting Services to proceed forward with construction drawings. This exemption would allow the project to continue forward without delay such that improvements would be completed in time for the Tenth Anniversary of 9/11.

### **Procedural History**

- January 19, 2010 - City Council approved moving \$9,500 in the Riverwalk Crossing Fountain to Recreation and Parks for their Master Plan.
- June 22, 2010 - City Council heard a report from the Onslow Civic Affairs Committee renewing the request to assist with the reconstruction of the Freedom Fountain.
- September 14, 2010 - Mayor Phillips introduced the concept of the Council pushing the Freedom Fountain construction in time for the Tenth Anniversary of 9/11 on September 11, 2011. The Council agreed unanimously.
- September 21, 2010 - City Council agreed unanimously to approve a regular agenda item to advance the work to build the Freedom Fountain and to do so with private and public funding.
- November 16, 2010 – City Council approved moving \$15,000 from the Non-departmental Contingency account to a project account for engineering and design of Freedom Fountain.

### **Stakeholders**

- Citizens of Jacksonville
- Military Personnel
- Onslow Civic Affairs Committee
- Visitors

### **Options**

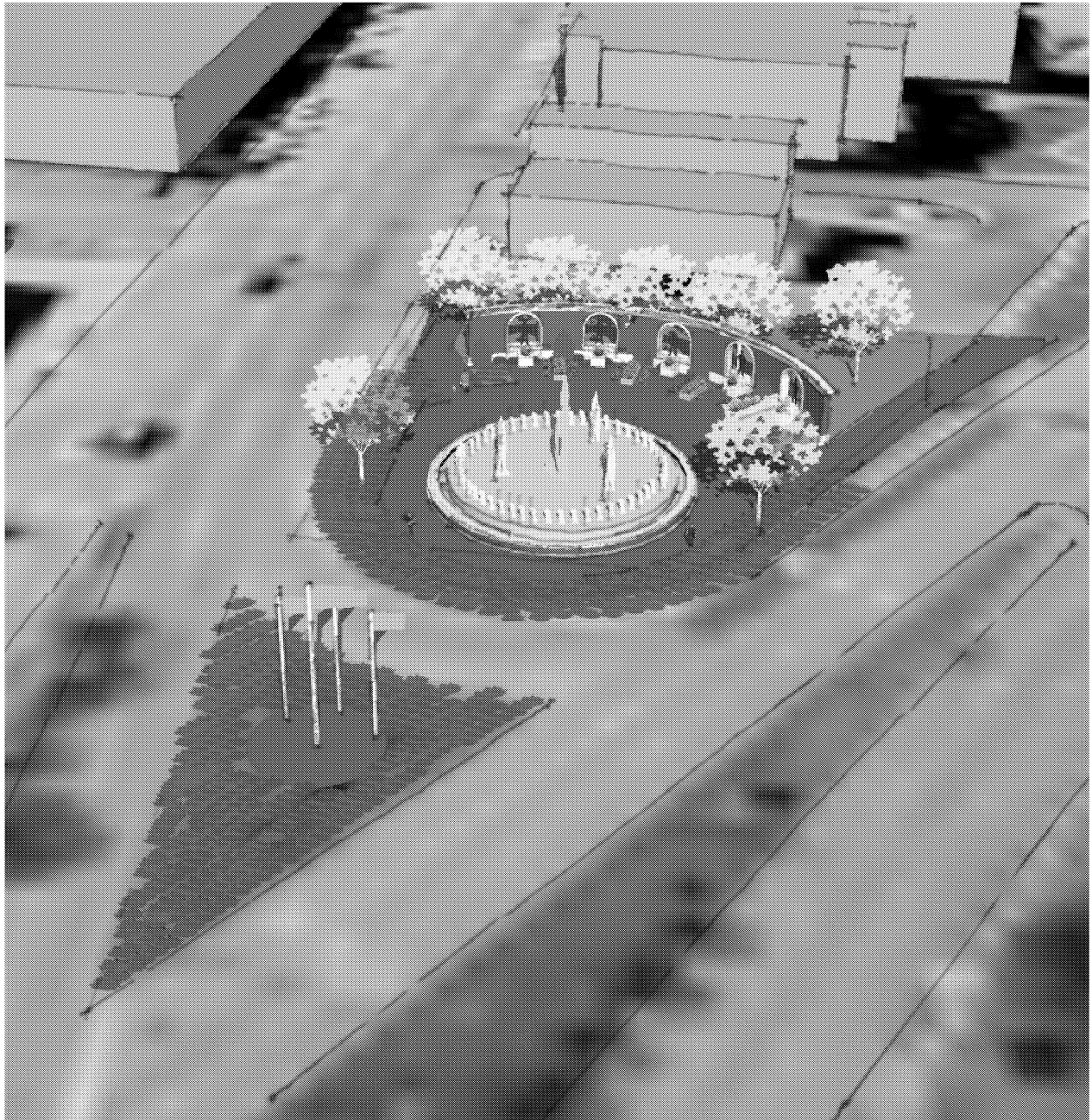
Approve the Civic Affairs Concept recommendation, Budget Amendment and Resolution of Exemption to NCGS for Engineering/Design Services to Stantec Consulting Services as requested by the City Manager and authorize development of construction drawings as well as items for fundraising **(RECOMMENDED)**.

- Pros: Approval would facilitate the creation of a Freedom Fountain on Freedom Way.
- Cons: Remaining construction costs are still unknown.

Deny the Request.

- Pros: Save \$70,000.
- Cons: Prohibits the completion of the Freedom Fountain.

## Conceptual Representation of the elements selected by the Onslow Civic Affairs Committee



Attachment

**A**

## **Resolution (2011 - )**

### **EXEMPTION FORM ARCHITECTURAL, ENGINEERING, SURVEYING, AND CONSTRUCTION MANAGER AT RISK SERVICES**

WHEREAS, North Carolina General Statute 143-64.31 requires the initial selection of firms to perform architectural, engineering, and surveying services through the qualification based selection process without regard to fee; and

WHEREAS, the City of Jacksonville proposes to enter a contract for the engineering services for Freedom Fountain and;

WHEREAS, North Carolina General Statute 143-64.32 authorizes the City of Jacksonville to exempt itself from the requirements of N.C.G.S. 143-64.31 due to the extensive knowledge that Stantec Consulting Services, Inc. brings to the project since they have provided preliminary design concepts which will work to the City's advantage resulting in a shorter design period;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Jacksonville, North Carolina, does hereby approve an exemption from the requirements of N.C.G.S. 143-64-31 pursuant to N.C.G.S. 143-64.-32 for engineering services acquired by Stantec Consulting Services, Inc. for the Freedom Fountain Project.

ADOPTED by the Jacksonville City Council in regular session this 22<sup>nd</sup> day of February, 2011.

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Sammy Phillips, Mayor

ATTEST:

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Carmen K. Miracle, City Clerk

Attachment

**B**

**ORDINANCE (2011- )**

**AN ORDINANCE AMENDING THE FISCAL YEAR 2010 BUDGET**

BE IT ORDAINED by the City Council of the City of Jacksonville, North Carolina that the following amendment to the Fiscal Year 2011 General Fund and Freedom Fountain project budgets is hereby enacted:

**GENERAL FUND**

REVENUES	BUDGET	CHANGE	TOTAL
APPROPRIATED FUND BALANCE	2,648,829	70,000	2,718,829
TOTAL ADJUSTMENTS		70,000	
TOTAL FUND REVENUES	44,978,608	70,000	45,048,608

EXPENDITURES	BUDGET	CHANGE	TOTAL
TRANSFER TO CAPITAL PROJECTS	2,128,410	70,000	2,198,410
TOTAL ADJUSTMENTS		70,000	
TOTAL FUND EXPENDITURES	44,978,608	70,000	45,048,608

**FREEDOM FOUNTAIN GF1116**

REVENUES	BUDGET	CHANGE	TOTAL
TRANSFER FROM GENERAL FUND	15,000	70,000	85,000
TOTAL ADJUSTMENTS		70,000	
TOTAL REVENUES	15,000	70,000	85,000

EXPENDITURES	BUDGET	CHANGE	TOTAL
PROJECT EXPENDITURES	15,000	70,000	85,000
TOTAL ADJUSTMENTS		70,000	
TOTAL EXPENDITURES	15,000	70,000	85,000

The purpose of this amendment is to:

The purpose of this budget amendment is to appropriate additional funding to the Freedom Fountain project for engineering and design expenses.

This ordinance shall be effective upon its adoption.

ADOPTED by the Jacksonville City Council in regular session this 22nd day of February 2011.

ATTEST:

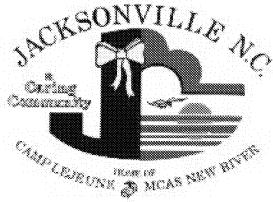
\_\_\_\_\_  
Sammy Phillips, Mayor

\_\_\_\_\_  
Carmen K. Miracle, City Clerk

Attachment

**C**





# Request for City Council Action

Agenda Item:	<b>6</b>
Date:	2/22/2011

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**Subject:** Authorization to Submit Building Reuse and Restoration Grant

**Department:** Development Services

**Presented by:** Lillie R. Gray, Community Development Administrator

**Presentation:** Yes

---

## Issue Statement

The NC Rural Center, on behalf of a local business owner, Mr. John Kane, is seeking the City's assistance in accessing funding from the North Carolina Rural Center's Building Reuse and Restoration Program. This program provides forgivable loans for renovations to vacant properties in exchange for an agreement to create one job per \$8,000 received or up to half of the renovation costs, whichever is less. However, the money cannot be loaned directly to the business, but must pass through the City with the City serving as the Grantee. The deadline for grant submission is February 28<sup>th</sup>.

Mr. Kane is proposing to renovate the property at 711-713 New Bridge Street for use as a Bicycle Shop. He has already been approved for a private loan, has purchased the building and is in need of this funding to complete the renovation.

## Financial Impact

None at this time; however, if the application is approved, staff will return to City Council with a budget amendment authorizing an appropriation of the grant funds.

The Rural Center is temporarily accepting in-kind matches resulting in the City of Jacksonville being able to match the grant with 3% (\$960.00) in the form of in-kind grant administration.

## Action Needed

Consider approval to submit the application to the North Carolina Rural Center.

## Recommendation

Staff recommends that Council move to approve the authorization to submit the Building Reuse and Restoration application to the North Carolina Rural Center.

Approved: ☒ City Manager ☐ City Attorney

Attachments:  
None



# Staff Report

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## Authorization to Submit Building Reuse and Restoration Grant Application

### **Introduction**

The Community Development Division is requesting authorization to submit a Building Reuse and Restoration Program grant application to the North Carolina Rural Center (Rural Center). This program provides businesses with deferred forgivable loans for renovations to vacant properties in exchange for an agreement to create one job per \$8,000 received or half of the renovation costs, whichever is less.

### **Background Information**

The N.C. General Assembly has authorized funds to stimulate economic development and job creation in distressed areas through constructing critical water and wastewater facilities, addressing technology needs, renovating vacant buildings, and implementing research and demonstration projects. Eligible recipients must be units of local government located within North Carolina's 85 rural counties or within the most economically distressed urban counties as designated by the North Carolina Department of Commerce. The City of Jacksonville is located in a rural county and is therefore eligible to apply.

As a Tier 3 County, development grants of up to \$240,000 may be awarded. However, they must be matched by at least an equal amount of private and public funds. In addition, at least one new job should locate in the project building for every \$8,000 in grant funds received. The local government must provide at least 3 percent of the total grant amount as a cash or in-kind match. The cash match requirement has been waived for applications received before February 28, 2011.

Mr. Kane is proposing to renovate the property at 711-713 New Bridge Street for use as a Bicycle Shop. He has been in business for 38 years and operates a bicycle shop on Marine Blvd and wishes to expand into this new location. He will create four (4) full-time equivalent jobs in exchange for a deferred forgivable loan in the amount of \$32,000. This proposed project is located in downtown Jacksonville and will assist in revitalizing the area.

The Rural Center requires that renovation begin within six months of the date of award and be completed within 18 months. Jobs must be created within 18 months of award. The jobs created must be full-time equivalent jobs (at least 35 hours per week) and priority will be given to jobs that provide benefits. Twice during the 24 month contract period the City must verify that the jobs have been created. The first verification takes place when the jobs are created and again six months later to verify that the jobs are still in place. Once job creation goals are met and verified, the loan is forgiven. Should the required jobs not be created within the 24 month contract period, the business owner must repay \$8,000 for

every job not created. The City of Jacksonville is not required to repay any funds should the business owner violate the terms of the agreement.

### **Procedural History**

- February 9, 2011 - Mandatory pre-application conference was held with the Rural Center, Community Development Staff, Mr. Kane and the contractor, Tony Morton.
- February 28, 2011 - Application deadline.
- TBD – Notice of award announced.
- If awarded, funds will be dispersed to the City in the form of a forgivable loan to the business. A budget amendment appropriating the funds will be required at that time.

### **Stakeholders**

- Mr. John Kane, Business Owner
- Morton Construction
- Business Customers

### **Options**

#### **Option 1: Approve the Request (**Recommended**)**

Pros: Assist with the creation of a minimum of four (4) new jobs; renovation of a vacant building, and services being provided to citizens.

Cons: None

#### **Option 2: Denial of the Request.**

Pros: None

Cons: This would result in the loss of available grant funding potentially being awarded to the applicant.



# Request for City Council Action

Agenda Item:	<b>7</b>
Date:	2/22/2011

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**Subject:** Mayor's Committee for Persons with Disabilities Appointments  
**Department:** City Clerk's Office  
**Presented by:** Carmen K. Miracle, City Clerk  
**Presentation:** No

---

## Issue Statement

There is one (1) vacancy on the Mayor's Committee for an existing three year term that will expire on June 30, 2012. This vacancy was created due to the relocation outside Onslow County of the member representing the Health Department.

There are nine (9) talent bank applications on file in the City Clerks Office. All applicants were contacted and wish to serve.

Council Member Fannie Coleman is the Council Liaison to the Mayor's Committee.

## Financial Impact

None

## Action Needed

Seek nominations

Close nominations/ Vote on appointments

## Recommendation

Consider appointing one (1) member to the Mayor's Committee for Persons with Disabilities to an existing three year term expiring June 30, 2012.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

A Talent Bank Applications



# Staff Report

Agenda Item:	<b>7</b>
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## Mayor's Committee for Persons with Disabilities Appointments

### Applicants Desiring Appointment

#### City Code Section 2-443: Mayor's Committee - Qualifications for Appointment

"Appointment priority will be given to representatives of agencies and nonprofit organizations within Onslow County closely associated with health, disability or community programs. Priority will also be given to persons and/or family members of persons with disabilities."

Name	Disability Affiliation, if Any	Current Service On City Board/Committee
Cheryl Kelly	Onslow County Health Department	None
Tate Reed	Good Times	None
Anita Scott	Access Behavioral Assistance	Onslow Civic Affairs Committee
Brittany Wood	Onslow County Parks and Recreation	None
Pamela Bell	Concerned Citizen	None
Lisa Hamrick	Concerned Citizen	None
Scarlet Harris	Concerned Citizen	None
Dawn Hinton	Concerned Citizen	None
Marjorie LeBron	Concerned Citizen	None

**City of Jacksonville**  
**Application for Appointment to Boards and Commissions**

I, the undersigned am interested in community service and I provide this information for use by the City Council in considering my qualifications for appointment to the following Boards/Commissions.

**Effective October, 17, 2004:** Except for active duty military personnel, appointees to the City of Jacksonville Boards and Commissions must be registered to vote within Onslow County.

(Please refer to the attached Boards and Commissions Summary Sheet for information and/or specific qualifications that may be required for appointment to a particular Board and for information regarding the City's Shadow Leadership Program.)

If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: \_\_\_\_\_

**List your Board/Commission Preferences in priority order below:**

1. Mayor's Committee
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: \_\_\_\_\_

Name: Cheryl Kelly Spouse: Earl Kelly  
Home Address: 294 Newport Loop Rd, Newport, NC, 28540  
Work Name and Address: Onslow County Health Dept, 612 College Street,  
Jacksonville, NC, 28540  
Home Telephone: 252-223-5506 Work Telephone: 919-3940  
Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you registered to vote in Onslow County: YES ☒ NO

Do you reside within the Jacksonville City Limits? NO If Yes, for how long: N/A

Do you reside within Onslow County? NO or, is your place of employment within Onslow County? YES

**Please describe your current and past Civic or Community Involvement:**

Host Staff Developmental Day & OBHBS and OCBHS  
Co-Chair Christmas Committee & OCHD  
Parent-Child Interaction events & OCHD  
Culture awareness events & OCHD  
Health fair participation & OCHD  
Guardian Angel ball fair & OCHD

**Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:**

Have BS in Early Childhood Education & a Infant, Toddler, Family Specialist  
Certification. Worked seven years as a Developmental Specialist Teacher &  
Preschools. Training include in 2010, "Strategies Working Parents of Children & Autism"  
"Building on Strengths of Youth & Services Emotional Disturbances", "Multidisciplinary  
Treatment Approach", "Individual Assessment and Psychological Testing"  
and "Strength-Based planning & Child and Family Team work"

Continued on Next Page

Attachment

**A**

- 10/14/10  
Date

Contact Notes: \_\_\_\_\_

**City of Jacksonville**  
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**List your Board/Commission Preferences in priority order below:**

1. Mayers Committee for persons with disabilities
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: ☒

Name: Tate A. Reed Spouse: Crystal

Home Address: 302 Cypress Knoll Dr Richlands, NC 28574

Work Name and Address: Breakthrough 119A Memorial Dr Jacksonville NC

Home Telephone: 340-0864 Work Telephone: 347-6009

Fax: \_\_\_\_\_ Email Address: TateR.burritodad@gmail.com

Are you registered to vote in Onslow County: ☒ YES ☐ NO

Do you reside within the Jacksonville City Limits? ☒ If Yes, for how long: \_\_\_\_\_

Do you reside within Onslow County? ☒ Or, is your place of employment within Onslow County? \_\_\_\_\_

**Please describe your current and past Civic or Community Involvement:**

Good Times of Onslow  
Parentes Group (past)

**Please describe your educational background:**

High School, Some College

Continued on Next Page



Please describe any special talents, training, or experience that you feel qualifies you for service on the selected Boards or Commissions:

Family members, including brother in law, mother in law Sibling.  
Also served this Special needs population in this area for  
the past 13 years.

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

Signature

Tare Reed

Date

Aug 6 2008

Please return this form to:  
City Clerk's Office, City of Jacksonville  
211 Johnson Blvd. Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 8/7/08

Home Address Verified as City Resident: N/A

Employment Address is located within

Date Verified as Onslow County Registered Voter: 8/7/08

Home Address Verified as County Resident:

City Limits or Onslow County?

Contact Notes:

## City of Jacksonville Application for Appointment to Boards and Commissions

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: X

List your Board/Commission Preferences in priority order below:

1. MAYORS COMMITTEE FOR PERSONS WITH DISABILITIES

2. ONSLOW COUNTY CIVIC AFFAIRS

3. \_\_\_\_\_

4. \_\_\_\_\_

If you are interested in being considered for appointment to the City's Shadow Leadership Program for any of the Boards indicated above, please check here: X

Name: ANITA D. SCOTT

Spouse: \_\_\_\_\_

Home Address: 300 CHARLESTON LANE #310 JACKSONVILLE NC 28546

Work Name and Address: ACCESS BEHAVIORAL ASSISTANCE,

1703 COASTAL YC

PO BOX 304 JACKSONVILLE, NC 28546

Home Telephone: 910 554 1599

Telephone: 910 219 1223

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

aniousdiva24@yahoo.com

Are you registered to vote in Onslow County: YES NO

Do you reside within the Jacksonville City Limits? YES If Yes, for how long: \_\_\_\_\_

Do you reside within Onslow County? YES Or, is your place of employment within Onslow County? YES

Please describe your current and past Civic or Community Involvement:

SEE ATTACHED

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

SEE ATTACHED

Continued on Next Page

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

  
Signature

JUNE 21, 2010  
Date

Please return this form to:  
City Clerk's Office, City of Jacksonville  
815 New Bridge St. Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 6/21/2010

Home Address Verified as City Resident: Yes

Employment Address is located within

City Limits or Onslow County?

Date Verified as Onslow County Registered Voter: 6/21/2010

Home Address Verified as County Resident: N/A

Contact Notes:

Current and past Civic or Community Involvement:

As a student at Coastal Carolina Community College I was actively involved in the student government, participate and supported campus and community activities. Initiated the implementation of the Fine Arts Society held the position of president for two years, during that time began the soup bowl fundraiser for the Soup Kitchen of Jacksonville. Organized Holiday Harvest on Wheels food drive in December of 2009 sponsored by God's House of Deliverance Praise and Worship.

Talents, Experience and Education:

I currently work and have work in the Developmental Disability, Mental Health and Substance Abuse field for four years, locating resources for individuals, children and adults to live independent lives and help to meet their basic needs. I have a Master degree of Counseling and Psychology and attended training to stay abreast of the changes in the MH/DD/SAS field.

Additional Training consists of the following:

Developing Ethnic Sensitive Practice in work with Special Populations, Clients Rights, Confidentiality, Quality Improvement, Cultural Diversity, Customer Relations and Crisis Prevention

## City of Jacksonville Application for Appointment to Boards and Commissions

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: ☒

List your Board/Commission Preferences in priority order below:

1. Mayor's Comm. for Person's w/ Disabilities 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: ☒

Name: Brittany M. Wood Spouse: \_\_\_\_\_

Home Address: 5517 HWY 24 Bogue, NC 28570

Work Name and Address: Onslow Co. Parks & Recreation-1244 Onslow Pines Rd. Jacksonville, NC 28570

Home Telephone: 252-725-5400 Work Telephone: 910-347-5332

Fax: 910-347-4492 Email Address: brittany.wood@onslowcountync.org

Are you registered to vote in Onslow County: YES ☒ NO ☐

Do you reside within the Jacksonville City Limits? NO If Yes, for how long: \_\_\_\_\_

Do you reside within Onslow County? ☐ Or, is your place of employment within Onslow County? ☒

Please describe your current and past Civic or Community Involvement:

I have been involved in several community projects over the last few years including the spaghetti lunch for Broad Street Clinic, dinners for the Civitan's club of the Crystal Coast as well as volunteering for special events throughout the area.

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

I feel as though I am a dedicated individual who enjoys serving others. I am enthusiastic and full of energy. I have assisted in shelters during storms since I was young as well as meals on wheels. I enjoy giving back by serving.

Continued on Next Page

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

Bitteryudal  
Signature

9/29/2010  
Date

Please return this form to:  
City Clerk's Office, City of Jacksonville  
815 New Bridge St. Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 9/29/2010

Home Address Verified as City Resident: NO

Employment Address is located within

City Limits or Onslow County?

Date Verified as Onslow County Registered Voter: N/A

Home Address Verified as County Resident: NO

Contact Notes:

**City of Jacksonville**  
**Application for Appointment to Boards and Commissions**

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: ☒

List your Board Commission Preferences in priority order below:

1. MAYORS COMM. FOR PERSONS w/ DISABILITIES.

3. \_\_\_\_\_

4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: ☒

Name: PAMELA G. BELL Spouse: WM JERRY BELL

Home Address: 2282 ONSLOW DR JACKSONVILLE NC 28540

Work Name and Address: SAME

Home Telephone: 910-934-0237 Work Telephone: SAME

Fax: \_\_\_\_\_ Email Address: pamela@jcarolinaformals.com

Are you registered to vote in Onslow County: ☒ YES ☐ NO

Do you reside within the Jacksonville City Limits? yes If Yes, for how long: 4 years

Do you reside within Onslow County? ☒ Or, is your place of employment within Onslow County? ☒

Please describe your current and past civic or community involvements:

- \* SUPPORT GROUP FOUNDER - DRAGON FIGHTERS OF WASH. (WI.) AND ONSLOW Co. - A HEPATITIS C SUPPORT GROUP -
- \* OWNER - JC CAROLINA FORMALS, LLC - FORMAL, BRIDAL - ADAPTIVE
- \* SE. NORTH CAROLINA COORDINATOR, REP. for "SONI + FRIENDS" WHEELS FOR THE WORLD -
- \* 2ND RUNNER FOR MS. Wheelchair North Carolina 2007

Please describe your educational background:

TWO YEARS ASSOCIATE DEGREE NURSING BEFORE BECOMING A PARAPLEGIC IN 2002. -  
WEB DESIGN AND DEVELOPMENT -  
MORRIS PARK TECH COLLEGE.  
WEST BEND WI.

Continued on Next Page



Please describe any special talents, training, or experience that can be put to use in the selected Board or Commission.

I UNDERSTAND AND DEAL W/ THE CHALLENGES OF BEING A WHEELCHAIR DEPENDENT RESIDENT OF ONSLOW CO. I AM A T-12 PARAPLEGIC. I HAVE ALSO WORKED AS A MEDICATION CERTIFIED CNA FOR 6 YEARS BEFORE BECOMING DISABLED, CARING FOR OTHERS LIKE ME.

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

Pamela G. Bell  
Signature

01-09-2009  
Date

Please return this form to:  
City Clerk's Office, City of Jacksonville  
211 Johnson Blvd. Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 1/12/09

Home Address Verified as City Resident: YES

Employment Address is located within

City Limits or Onslow County?

Date Verified as Onslow County Registered Voter: 1/12/09

Home Address Verified as County Resident: \_\_\_\_\_

Contact Notes: \_\_\_\_\_



**City of Jacksonville**  
**Application for Appointment to Boards and Commissions**

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**List your Board/Commission Preferences in priority order below:**

1. Mayer Committee for person w/disability
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: ☒

Name: LISA HAMRICK Spouse: \_\_\_\_\_

Home Address: 1127 McALLISTER Rd Jacksonville NC

Work Name and Address: \_\_\_\_\_ 28540

Home Telephone: 910-265-9313 Work Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: hugs and kisses 129@yahoo.com

Are you registered to vote in Onslow County: ☒ YES ☐ NO

Do you reside within the Jacksonville City Limits? NO If Yes, for how long: \_\_\_\_\_

Do you reside within Onslow County? yes Or, is your place of employment within Onslow County? yes

**Please describe your current and past Civic or Community Involvement:**

Special olympic - volunteer  
President of P.A.R.E.N.T.S.S group  
Having Children who are special needs I've had  
Plenty exsperence fighting for thier Right

**Please describe your educational background:**

NO collage

Continued on Next Page

Please describe any special talents, training, or experience that you feel qualifies you for service on the selected Boards or Commissions:

I am very Active in the community with my special Needs children so I am always making sure there right are there for them in town, school, mall, shop and Rest. and everywhere we go. Always ~~making~~ making people aware handicap and disabled are to be treated the same as people who are not challenged.

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

Signature Lisa J. Hamrick

Date 7/4/08

Please return this form to:  
City Clerk's Office, City of Jacksonville  
211 Johnson Blvd. Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 7/9/08

Home Address Verified as City Resident: N/A

Employment Address is located within

Date Verified as Onslow County Registered Voter: 7/9/08

Home Address Verified as County Resident: Yes

City Limits or Onslow County?

Contact Notes:

## City of Jacksonville Application for Appointment to Boards and Commissions

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### List your Board/Commission Preferences in priority order below:

1. Mayor's Committee for Persons w/ Disabilities
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: \_\_\_\_\_

Name: Scarlet Harris Spouse: \_\_\_\_\_

Home Address: 122 Stratford Rd, Jacksonville, NC 28540

Work Name and Address: n/a

Home Telephone: 910-545-4258 Work Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: sharris\_ne@yahoo.com

Are you registered to vote in Onslow County: ☒ YES ☐ NO

Do you reside within the Jacksonville City Limits? Yes If Yes, for how long: 1989

Do you reside within Onslow County? Yes Or, is your place of employment within Onslow County? n/a

### Please describe your current and past Civic or Community Involvement:

Chamber of Commerce Committees, i.e. parade military affairs, small business, spelling bee, expo, ambassadors, etc. Also member of ECHRA, & instructor for Red Cross. I assist w/ Onslow County Teen Court, and Union volleyball club. Currently I am member of local systems care collaborative & TNT. I have applied for CEAC. I am also 2010 Partner in Policy member w/ Governor.

### Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Boards or Commissions:

My father was blinded Korean War vet, my brother was born w/ CP, I have had 2 foster children w/ LD, as well as my son is borderline Aspergers. I have 2 neighbors who having hearing impaired children, and another who is mentally challenged. I have a lifetime of experience & volunteerism w/ disabilities. I'm am working w/ Collections of Comfort to establish "Exceptional Events" and to implement plan of action for children w/ IEPs. I have spoke publically regarding "people first language" and am speaking at NC legislature July 31 on disability topics.

Continued on Next Page

- Signature

2relap

Contact Notes:

**City of Jacksonville**  
**Application for Appointment to Boards and Commissions**

I, the undersigned am interested in community service and I provide this information for use by the City Council in considering my qualifications for appointment to the following Boards/Commissions.

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(Please refer to the attached Boards and Commissions Summary Sheet for information and/or specific qualifications that may be required for appointment to a particular Board and for information regarding the City's Shadow Leadership Program.)

If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: \_\_\_\_\_

**List your Board/Commission Preferences in priority order below:**

1. Mayor's Committee for Persons w/ disabilities

3. \_\_\_\_\_ 4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: \_\_\_\_\_

Name: Dawn Hinton Spouse: Robert

Home Address: 119 Grassy Meadows Dr.

Work Name and Address: Break Through

Home Telephone: 910-430-2671 Work Telephone: 347-6009

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you registered to vote in Onslow County: ☒ YES ☐ NO

Do you reside within the Jacksonville City Limits? N If Yes, for how long: \_\_\_\_\_

Do you reside within Onslow County? Y Or, is your place of employment within Onslow County? Y

**Please describe your current and past Civic or Community Involvement:**

Special Olympics  
NAMI

**Please describe your educational background:**

have had various training in 5 states for person w/ disabilities

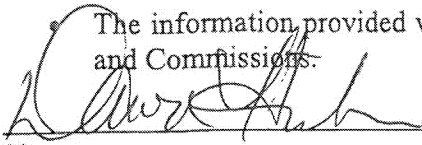
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Please describe any special talents, training, or experience that you feel qualifies you for service on the selected Boards or Commissions:

have a disabled child  
have worked in the MI and DD. clients for almost 20 years  
in different states

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.

- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

  
Signature

9/13/08  
Date

Please return this form to:  
City Clerk's Office, City of Jacksonville  
211 Johnson Blvd, Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 9/19/08

Home Address Verified as City Resident: \_\_\_\_\_

Employment Address is located within \_\_\_\_\_

Date Verified as Onslow County Registered Voter: 9/19/08

Home Address Verified as County Resident: \_\_\_\_\_

City Limits or Onslow County?

Contact Notes: \_\_\_\_\_



**City of Jacksonville**  
**Application for Appointment to Boards and Commissions**

I, the undersigned am interested in community service and I provide this information for use by the City Council in considering my qualifications for appointment to the following Boards/Commissions.

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If you are interested in being contacted to serve on various ad hoc and/or special Committees that may be created in the future by the City Council, please check here: \_\_\_\_\_

**List your Board/Commission Preferences in priority order below:**

1. Mayors Committee for Persons with Disabilities
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you are interested in being considered for appointment through the City's Shadow Leadership Program for any of the Boards indicated above, please check here: ☒

Name: Marjorie E. R. LeBron Spouse: Carmelo LeBron

Home Address: 702 Barn St, Jacksonville, NC 28540

Work Name and Address: Brumbaugh, Mof King PA, 112 Old Bridge St. Jacksonville, NC 28541

Home Telephone: 910-219-0774 Work Telephone: 910-455-4065

Fax: 910-938-0722 Email Address: MarjiK@hotmail.com

Are you registered to vote in Onslow County: ☒ YES ☐ NO

Do you reside within the Jacksonville City Limits? Yes If Yes, for how long: 1.5 years

Do you reside within Onslow County? Yes Or, is your place of employment within Onslow County? Yes

**Please describe your current and past Civic or Community Involvement:**

- School for Disabled in New Jersey: President Parents Assoc & Fundraiser
- Advocated For Ramps on Buses (Mercer County), IEP Advocate
- Newport Developmental Center (North Carolina): Created & Funded
- Parent support group; Advocated For Accessible Buses (Lift)
- Participated in Disability Awareness Workshop NC (5 years)
- Boy Scouts: Merit Badge Counselor (Disability Awareness)

**Please describe your educational background:**

- Paralegal - North Carolina Certified
- Social Security Disability Specialist
- Social Security Administration Representative Certificate
- Easter Seals - Disability Advocate

Continued on Next Page

Please describe any special talents, training, or experience that you feel qualifies you for service on the selected Boards or Commissions:

EASTER SEALS - 1999 Graduate of Partners in Policymaking  
Mother of 31 yr old + 24 yr old Boys who are disabled  
Spearheaded support & Advocacy Awareness program/support group  
Obtain Social Security Certification to Represent Disabled  
Disability Advocate in New Jersey + North Carolina.

- If you have additional information that you would like to provide, please attach extra pages.
- Applications will remain active and on file for a period of three years at which time you will be contacted to verify your continued interest and for new or updated information.
- The information provided will be used by the City Council in considering appointments to City Boards and Commissions.

Maggie E.R. LeBron

Signature

11-4-09

Date

Please return this form to:  
City Clerk's Office, City of Jacksonville  
211 Johnson Blvd. Jacksonville, NC 28540  
Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 11/5/09

Date Verified as Onslow County Registered Voter: 11/5/09

Home Address Verified as City Resident: yes

Home Address Verified as County Resident: \_\_\_\_\_

Employment Address is located within

City Limits or Onslow County?

Contact Notes: \_\_\_\_\_



**Vocation:**

I am a supervising paralegal, at a law firm. I advocate for claimants that are disabled of all ages, from birth to 64 years old. I also represent claimants before an Administrative Law Judge, in an attempt to successfully prove that they are disabled according to the Social Security Administration guidelines. I am especially experienced in minor children's disability cases. I also have extensive knowledge in disabling medical conditions of both adults and children.

**Avocation:**

I not only follow the disabled advocacy as a vocation, but have personally experienced it myself for many years. My brother from age 5 years was severely physically disabled. I witnessed his 45 year plight with the challenges that he had to overcome to be accepted in society and the workforce, to make friends, and to fulfill his dreams of happiness as an adult. My own son who is now 30 years old was born profoundly mentally disabled, deaf in both ears, and severely physically disabled. He has been in a wheelchair all his life, and has had to overcome many medical and personal challenges because of his disabilities. He was home with me until he was 20 years old and is currently in a group home about five minutes from my home. I still remain very active in his life. When people who do not know my son is disabled, ask me what he does for a living, I tell them that he is a teacher, a teacher of life. Because everyone that takes the time to know him learns how precious life really is, and how we all make the most of what we have been given.

I also have two stepsons that are mentally challenged as well. My stepson Conrad is now 24 years old is mentally challenged and has a severe Full Scale IQ deficiency at 64, that requires him to have daily guidance. I am very proud, that Conrad has in the last year passed his drivers test and received his licence (after 10 failed tests), and just started working on base in one of the kitchens. This is quite an achievement for him, and will help him to gain his much needed independence in life and instill self confidence.

**Special training:**

I am a 1993 graduate of the Partners in Policymaking program and have been trained to be a Disability Advocate. [http://www.ncpartnersinpolicymaking.com/pages/listingI\\_L.html](http://www.ncpartnersinpolicymaking.com/pages/listingI_L.html)  
I have also organized many support groups in both in both New Jersey and North Carolina, and challenged the school boards and local government for the rights of the disabled population in respects to accessible transportation, and the rights of persons that are disabled.

I feel that we are all temporarily able bodied. At any moment our lives can be changed forever. I believe that with education and understanding, we can begin to understand that everyone has important contributions to make in this society. If I can be a small part of this education, by volunteering to educate the public, then I feel that I have used my knowledge and experience responsibly.

